



Department of Energy
Western Area Power Administration
Rocky Mountain Customer Service Region
P.O. Box 3700
Loveland, CO 80539-3003

SEP 14 2009

Dear Rocky Mountain Region Customers:

Western Area Power Administration's (Western) Rocky Mountain Region (RMR) is implementing a meter request procedure. We ask that you follow this procedure when initiating a request for: all new metering installations; any change to an existing meter's usage, and /or; any change to a meter delivery point. The Meter Request Procedure, Meter Request form, contact and address information, and deposit invoice/payment information are located on Western's Web site at <http://www.wapa.gov/rm/opsmaintRM/default.htm>.

Under the new procedure, Western RMR will require a five thousand dollar (\$5,000) deposit, which will cover Western's cost to scope the requested meter project and to provide you with the initial cost estimate. The deposit will be applied toward the overall project costs. When the meter project is completed or canceled, any unused funds will be refunded.

Please contact Ms Rita Leyba at 970-461-7273 if you have any questions concerning the Meter Procedure.

Sincerely,

A handwritten signature in black ink, reading "Edward F. Hulls", is positioned above the printed name.

Edward F. Hulls
Operations Manager